

**STATE OF HAWAII**  
**DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT, AND TOURISM**  
**STRATEGIC INDUSTRIES DIVISION**

**HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS  
PROJECT**

**SOLICITATION No.**

**RFP-04-06-SID**

**Sealed Proposals shall be received up to and opened at 12:00 p.m.**

**on**

**November 25, 2003**

in the Administrative Services Office/Contracts, 250 S. Hotel Street, 5th Floor, Room 510D,  
Honolulu, Hawaii 96813.

Questions relating to this request for proposal may be directed to  
Ms. Eileen Harada, Telephone (808) 586-9312.

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## **REQUEST FOR PROPOSALS**

**The Department of Business, Economic Development, and Tourism**

**Strategic Industries Division**

### **HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT**

Solicitation No. RFP-04-06-SID

Pursuant to the Hawaii Public Procurement Code, Chapter 103D, Hawaii Revised Statutes (HRS), the State of Hawaii Department of Business, Economic Development, and Tourism (DBEDT) is soliciting proposals for Technical and Professional Services for a project entitled HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT.

#### **Project Description:**

This project will assist the State of Hawaii Department of Education and the Department of Accounting and General Services with review and/or development of guidelines to design and build energy efficient and healthier classrooms and other state facilities. This may include site visits, design reviews, cost-benefit analyses, technical assistance, and related services.

This project will also update the Hawaii Model Energy Code and provide technical assistance for implementation of amendments to the Model Energy Code.

#### **Requirements:**

All written questions must be submitted to the DBEDT/Administrative Services Office/Contracts by 4:00 p.m., Hawaii Standard Time (HST) on November 7, 2003.

Proposals shall be received up to 12:00 p.m. HST on Tuesday, November 25, 2003 in the Administrative Services Office/Contracts, DBEDT, State of Hawaii, No. 1 Capitol District, 5<sup>th</sup> Floor, Room 510-D, 250 South Hotel Street, Honolulu, Hawaii, 96813. Proposal documents may be obtained from said office between the hours of 8:00 a.m. to Noon and 1:30 p.m. to 4:00 p.m., Monday through Friday, except for STATE holidays. All interested parties must register with said office at the time a proposal document is requested.

All proposals must comply with the DBEDT General Terms and Conditions dated April 15, 1996. Offerors are encouraged to read the entire proposal documents. Proposals must be submitted on DBEDT proposal forms with the original signed in BLUE INK.

Eileen Harada for  
Theodore E. Liu, Director  
Department of Business, Economic Development, and Tourism  
State of Hawaii

**CAUTION!!!!**

- 1. ALL PROPOSALS MUST BE SUBMITTED ON DBEDT PROPOSAL FORMS AND FOLLOW PROPOSAL REQUIREMENTS, INCLUDING PROVIDING THE ORIGINAL SIGNED IN BLUE INK.**
- 2. ALL WRITTEN QUESTIONS MUST BE SUBMITTED TO THE DBEDT/ADMINISTRATIVE SERVICES OFFICE/CONTRACTS BY 4:00 P.M., HAWAII STANDARD TIME (HST) ON NOVEMBER 7, 2003.**
- 3. THE DBEDT ADMINISTRATIVE SERVICES/CONTRACTS OFFICE MUST RECEIVE ALL PROPOSALS NO LATER THAN 12:00 P.M., HST, TUESDAY, NOVEMBER 25, 2003.**
- 4. OFFERORS ARE CAUTIONED THAT FEDERAL EXPRESS AND UNITED PARCEL SERVICE DELIVERIES ARE GUARANTEED UP TO 5:00 P.M. OF THE DESIGNATED DELIVERY DATE. OFFERORS ARE CAUTIONED TO MAKE PRIOR ARRANGEMENTS TO ENSURE DELIVERY BY 12:00 P.M., ON THE PROPOSAL DUE DATE.**

Proposal and registration forms are available at:

Department of Business, Economic Development, and Tourism  
Administrative Services Office/Contracts  
No. 1 Capitol District  
250 South Hotel Street, 5th Floor, Room 510D  
Honolulu, Hawaii 96813

Contact Person: Eileen Harada

(808) 586-9312

STATE OF HAWAII  
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**INTRODUCTION, SIGNIFICANT DATES, AND  
OFFICIAL CONTACT PERSON**

**INTRODUCTION, SIGNIFICANT DATES, AND OFFICIAL CONTACT PERSON**  
**HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT**

**A. INTRODUCTION**

- 1. Purpose:** To assist DBEDT review and/or develop sustainable guidelines which complement the U.S. Department of Energy's High Performance School's Project to design and build energy efficient and healthier classrooms and other state facilities for the State of Hawaii Department of Education and the Department of Accounting and General Services. This may include review of Educational Specifications; assisting with implementation of changes and recommendations; site visits; design review of buildings and portables, both planned and existing; life-cycle cost-benefit analyses and guide; technical assistance; chapter or inserts on sustainable design for the Design Consultant Criteria Manual; development of design guidelines suitable for Hawaii; submission of quarterly progress reports, fiscal reports, and invoices; related services; and working under compressed time schedules. This project will also update the State's Model Energy Code and provide technical assistance for implementation of amendments to the Model Energy Code.
- 2. The Need:** A CONTRACTOR to work under the supervision of the DBEDT Strategic Industries Division Project Manager, to meet the purpose of the project as described above, and to successfully complete all deliverables, as approved by the STATE, as described in the following pages.

**B. SIGNIFICANT DATES**

Advertisement: .....October 19, 2003

Issuance of Request for Proposal: .....October 20, 2003

Deadline for Offeror's Written Questions 4:00 p.m., November 7, 2003

Response to Offeror's Questions and Addenda Deadline: November 12, 2003  
..... 4:00 pm

Sealed Proposal Due 12:00 p.m. HST November 25, 2003

**C. OFFICIAL CONTACT PERSON**

The official contact person for all communication regarding the RFP is:

Ms. Eileen Harada  
Department of Business, Economic Development, and Tourism  
Administrative Services Office/Contracts  
250 South Hotel Street, 5th Floor, Room 510D  
Honolulu, Hawaii 96813  
Telephone: (808) 586-9312

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**STATEMENT OF WORK**

## **STATEMENT OF WORK**

### **HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT**

#### **A. OBJECTIVES**

1. Assist the State of Hawaii Department of Education (DEd) and the Department of Accounting and General Services (DAGS) with review and/or development of sustainable building guidelines to design and build energy efficient and healthier classrooms, which complement the U.S. Department of Energy's High Performance Schools Project.
2. Review and/or develop sustainable guidelines to design and build other state facilities that are healthier for occupants than current state facilities, and have energy and resource efficient features, materials, and equipment.
3. Participate in site visits, design review, life-cycle cost-benefit analysis, technical assistance, and/or related services, as needed.
4. Update the Hawaii Model Energy Code and provide technical assistance for implementation of amendments to the Model Energy Code.

#### **B. SCOPE OF WORK**

The CONTRACTOR shall, in a proper manner as determined by the STATE, provide the following services:

1. Task 1 – Review and comment on the State of Hawaii Department of Education's "Educational Specifications" for public school buildings.
  - a. Review and comment on various sections and recommend new sections or an entirely new chapter, if so directed by the STATE.
  - b. Assist the DEd and DAGS to implement the changes to the "Educational Specifications."
2. Task 2 – Site Visits: Conduct site visits for technical assistance.
  - a. Provide technical assistance on the renovation designs of specific schools/portables.
  - b. The site visits shall include:
    - 1) Site visits to schools (old schools needing renovation and new/old portable classrooms) to discuss renovation ideas.
    - 2) Review of DEd and/or DAGS design plans for selected buildings/facilities, if so directed by the STATE, and discussions with DAGS/DEd personnel regarding life-cycle cost analysis for Hawaii schools and other buildings.



3. Task 3 – Presentation/workshop on draft or concept outline of chapter, and/or a sample of the chapter or subsections of existing chapters in DAGS Design Consultant Criteria Manual, as determined by the STATE.
4. Task 4 – Technical Assistance
  - a. As directed by the STATE, the CONTRACTOR shall conduct or participate in technical assistance meetings with DAGS/DEd to review various plans and specifications. The CONTRACTOR shall provide follow-up information, as approved by the STATE.
5. Task 5 – Life-Cycle Analysis Guide
  - a. The CONTRACTOR shall develop a guide on life-cycle cost and benefit analysis for Hawaii schools and other buildings, as determined by the STATE. The CONTRACTOR shall also do the following:
    - 1) Provide a listing of selected measures appropriate for schools with costs and benefits shown and the life-cycle cost or payback calculated for the typical condition.
    - 2) Provide references for additional information on classroom roof insulation/radiant barrier design, and window type selection, similar to the California High-Performance Schools, Volume 2.
    - 3) Work with DEd to determine a discount rate and other economic performance measures.
    - 4) Develop a simple worksheet where DEd or DAGS or their contractors can evaluate the life-cycle cost of various design options.
6. Task 6 – Preparation of information on Sustainable Design in the Design Consultant Criteria Manual
  - a. The CONTRACTOR shall provide an outline/concept draft of what this chapter or subsections to existing chapters might include and look like, as determined by the STATE.
7. Task 7 – Prepare other publications or provide technical assistance, as determined by the STATE.
  - a. This may include the development of “design guidelines” appropriate for Hawaii, or similar documents, or additional follow-up technical assistance to State officials, as determined by the STATE.
8. Task 8 – Update the Hawaii Model Energy Code and provide technical assistance for implementation of amendments to the Model Energy Code; and provide other assistance and conduct other tasks in support of energy efficiency in state buildings and facilities, as determined by the STATE.

9. Task 9 – Submit for STATE approval the following reports, which shall include, but not be limited to:
  - a. Quarterly Project Reports: Narrative reports covering the quarters during the term, or any extended term, of this Contract. Examples of “quarters” are July through September, October through December, January through March, and April through June.
    - 1) Each Quarterly Project Report shall include, but not be limited to, a summary of the activities occurring during the quarter and their results, including number of people attending and amounts of publications distributed, and evaluations and recommendations.
    - 2) Quarterly Project Reports are due to the STATE by the end of the first week of the month in the new quarter. Example: The quarterly report for the July – September quarter is due the end of the first week in October.
  - b. Fiscal Reports: Certified Fiscal Report shall summarize budget charges in accordance with the format specified by the STATE, which will be incorporated into the contract. The Fiscal Report shall be submitted with an Invoice, which will also be incorporated into the contract. A sample Fiscal Report and Invoice are available at DBEDT.
  - c. Invoices: Certified invoices shall be submitted with Fiscal Reports and shall conform to a format specified by the STATE, which will be incorporated into the contract. Invoices may be submitted to the STATE at the end of each task, listing the deliverables delivered to the STATE and the applicable charges.
  - d. Final Fiscal Report: Certified Final Fiscal Report shall summarize all charges during the period of the Contract in accordance with the format specified in the contract. The final Fiscal Report for final tasks completed shall serve as the Final Fiscal Report.
  - e. All reports and invoices shall be submitted to Mr. Maurice H. Kaya; Chief Technology Officer; Department of Business, Economic Development, and Tourism; P.O. Box 2359; Honolulu, Hawaii 96804-2359.
10. Project Work Orders
  - a. The CONTRACTOR shall submit for STATE approval a Work Order for each period of work at least four weeks prior to the start of each Work Order period. The first Work Order shall be submitted within 10 days of the effective date of this Agreement.
  - b. Work Orders shall be in accordance with a format specified by the STATE, which shall be incorporated into the contract. Work Orders shall include, but not be limited to, a Work Plan with goals, planned activities, estimated schedule of performance, estimated expense budget, and an estimated schedule of deliverables and charges. An example Work Order is available at DBEDT.

- c. A notice to proceed will be issued by the STATE upon approval of a Work Order.
- d. An approved Work Order shall be amended with prior approval of the STATE. Work Order amounts may be shifted from one deliverable to another in accordance with "Compensation and Payment Schedule," which will be incorporated into the contract. A sample "Compensation and Payment Schedule" is available at DBEDT.

**C. TIME SCHEDULE**

- 1. Services shall begin upon execution of the AGREEMENT and continue until the AGREEMENT expiration date of September 30, 2004, unless the AGREEMENT is extended or terminated early, based upon STATE evaluation and funding.
- 2. This project may require working under compressed time schedules.

**D. COMPENSATION**

- 1. The AGREEMENT shall be made on a firm fixed fee basis.
- 2. Proposals shall be priced in accordance with pricing instructions included in section C.4 "Compensation" on page PR-3 and PR-4.
- 3. Payment shall be made in installments on the basis of satisfactory completion of each task and contingent upon the STATE's approval of specified deliverables related to each task.
- 4. CONTRACTOR provided services. The CONTRACTOR shall incur all costs of implementing the scope of services.
- 5. Tax Clearance. The CONTRACTOR is required to obtain current tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service prior to entering into a contract with the STATE and again to receive final payment.

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**EVALUATION CRITERIA**

## **EVALUATION CRITERIA**

### **HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT**

#### **A. MINIMUM CRITERIA FOR PROPOSAL RESPONSIVENESS**

1. Proposals requesting funding in excess of BUDGETED AMOUNT shall be deemed unresponsive and shall be rejected as unacceptable.
2. Unfavorable references may be justification for rejection of a proposal. The State reserves the right to use whatever resources available to the State to seek additional references in addition to those submitted in the proposal.
3. Submitting incomplete proposal documents or failure to sign the proposal documents may be justification for rejection of a proposal.
4. Failure to respond or comply with the specifications provided in the solicitation or the requirements provided by statute or law may be justification for rejection of a proposal.

#### **B. PROPOSAL EVALUATION CRITERIA**

The following three sections describe selection criteria, which include Technical Capability, Approach, Managerial Capabilities, and Competitiveness and Reasonableness of Price.

##### **1. Technical Capability**

The STATE strongly prefers a record of technical capability that demonstrates thorough knowledge and experience in the development and evaluation of the Hawaii State energy efficient building codes, specifically the Hawaii Model Energy Code (HMEC) for commercial buildings as it pertains to school and other State buildings and facilities. The State also strongly prefers a record of technical capability that demonstrates thorough knowledge and experience in the development and technical merits of the federally sponsored High Performance Schools Program. These are essential requirements as there is no allocation in the project timeline for learning about the HMEC or High Performance Schools, and the selected CONTRACTOR must immediately commence work on the deliverables once the AGREEMENT is executed.

In evaluating this capability, the STATE prefers offerors who have demonstrated experience and capability in the following areas:

- a. Development and evaluation of the Hawaii State energy efficient building codes, specifically the Hawaii Model Energy Code (HMEC) for commercial buildings as it pertains to school and other State buildings and facilities.

- b. Designing high-performance schools, including the whole building design process integrating substantially better energy efficiency, economic, health, and environmental performance than standard school buildings.
- c. Developing energy efficiency building “guidelines” that have energy and resource efficiency requirements beyond the established building codes. Demonstrated knowledge and experience with building codes and guidelines of states and/or island territories with climates similar to Hawaii is mandatory.
- d. Working with Hawaii state and county agencies to develop energy efficiency building codes and/or guidelines is also essential, as DBEDT will be working with two of the largest state agencies in Hawaii government to develop and/or evaluate energy and resource efficient guidelines for local public schools and other state facilities.

## **2. Approach**

The State prefers a well-qualified Offeror that can develop a thorough, cost-effective approach to accomplish this project. The State will evaluate Offerors' draft work orders by the following criteria:

- a. Specific activities and approach Offeror proposes to undertake in accomplishing each of the tasks listed in the Scope of Work in the previous section of this document, within the stated Time Schedule.

## **3. Managerial Capabilities**

The State intends to select an Offeror that can demonstrate a strong likelihood of completing the proposed work on schedule and delivering technical and professional assistance in a timely manner. In evaluating this proposal, the State shall look for Offerors that:

- a. Have demonstrated experience and skills in working with state agencies in developing and implementing energy efficient building codes and guidelines.
- b. A successful record of assisting state agencies to implement changes in their bid documents, design strategies, and construction practices that improve energy efficiency in public schools and other state buildings.
- c. MANDATORY: A successful track record of implementing improved energy efficiency in bid documents, design strategies, and construction practices with states and/or island territories with climates similar to Hawaii.

## **4. Competitiveness and Reasonableness of Price**

The State requires proposals that clearly identify costs as outlined on pages PR-3 and PR-4..

# HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT

## Evaluation Worksheet

The Director shall appoint an evaluation committee. The committee shall evaluate responsive proposals in accordance with the section entitled, "Proposal Requirements," and based on the following general criteria.

Evaluation Section		Possible Score
<b>TECHNICAL CAPABILITY:</b> Demonstrated experience and capability in:		
1.	Development and evaluation of the Hawaii State energy efficient building codes, specifically the Hawaii Model Energy Code (HMEC) for commercial buildings as it pertains to school and other State buildings and facilities.	20
2.	Designing high-performance schools, including the whole building design process integrating substantially better energy efficiency, economic, health, and environmental performance than standard school buildings.	15
3.	Developing energy efficiency building "guidelines" that have energy and resource efficiency requirements beyond the established building codes. MANDATORY: Demonstrated knowledge and experience with states and/or island territories with climate similar to Hawaii.	10
4.	Working with Hawaii state and county agencies to develop energy efficiency building codes and/or guidelines.	10
<b>Technical Capability Subtotal</b>		
<b>APPROACH</b>		
1.	Draft work orders that demonstrate a thorough, cost-effective approach to accomplish this project, including specific activities and approach Offeror proposes to undertake in accomplishing each of the tasks listed in the Scope of Work in the previous section of this document, within the stated Time Schedule.	10
<b>Approach Subtotal</b>		
<b>MANAGERIAL CAPABILITY</b>		
1.	Have demonstrated experience and skills in working with state agencies developing and implementing energy efficient building codes and guidelines.	10
2.	A successful record of assisting state agencies to implement changes in their bid documents, design strategies, and construction practices that improve energy efficiency in public schools and other state buildings.	10
3.	MANDATORY: A successful track record of implementing improved energy efficiency in bid documents, design strategies, and construction practices with state and/or island territories with climates similar to Hawaii.	10
<b>Managerial Capability Subtotal</b>		
<b>COMPETITIVENESS AND REASONABLENESS OF PRICE</b>		
	Competitiveness and reasonableness of price as outlined on page PR-3 and PR-4.	5
<b>Total Possible Points</b>		<b>100</b>

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**SPECIAL PROVISIONS**



## SPECIAL PROVISIONS

### HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT

#### A. PREFERENCES

The following preferences shall apply to this solicitation. The evaluated price shall be based on application of these preferences in the order specified below:

1. **In-State Contractor.** Preference shall be given to offerors within the State of Hawaii. Whenever an offeror selects and qualifies for an in-state contractor preference, all prices from offerors who do not select or qualify under the in-state contractor preference shall be increased by 5% for evaluation purposes. Offerors claiming this preference shall submit a tax clearance certified from the State of Hawaii, Department of Taxation with their proposal and must indicate a State of Hawaii business address.
2. **Contractor Matching of Funds.** For purposes of the evaluation of prices, preference shall be given to proposals that match State funds in whole or in part. For evaluation purposes, prices shall be adjusted as follows:

<u>Matching</u>	<u>Price Reduction</u>
100% or more	20%
75-99%	15%
50-74%	10%
15-49%	5%
1-24%	2.5%

Offerors matching State funds in whole or in part shall reflect this match in their proposed budget. Offerors are cautioned that they have the responsibility of verifying their match using stringent cost accounting principles and practices.

3. **Reciprocal Preference.** Resident offerors of the State of Hawaii may be given a reciprocal preference equal to the preference that an out-of-state Offeror would be given in their state.
4. **Tax Adjustment for Out-of-State and Tax-Exempt Bidders.** Tax adjustment for out-of-state and tax exempt bidders. Where the offeror is an out-of-state vendor not doing business in the State or is a person exempted from paying the applicable general excise tax, the proposal price, for the purpose of determining the lowest price offer, shall be increased by the applicable retail rate of general excise tax and the applicable use tax.

#### B. FEDERAL AUDIT REQUIREMENT

In accordance with S-1579 (Public Law 104-156), the Contractor may be subject to single audit requirements if the Contractor's expends a total amount of federal awards equal to or in excess of \$300,000.00 in aggregate expenditures for related programs.

- C. Proposals must be priced.
- D. Proposals requesting more than PROJECT BUDGET AMOUNT in State funding shall be rejected.
- E. Bid security, performance, and material bonding are not required.
- F. General Terms and Conditions Not Applicable. Sections 2.9 and 2.12 of the General Terms and Conditions which apply specifically to the Invitation to Bid method of selection are not applicable to this solicitation.
- G. Offeror shall identify and submit the names of all employees and subcontractors that will be performing the work of this solicitation for prior State approval.
- H. All work completed must comply with all applicable, State, County and Federal regulations, codes, and guidelines.
- I. Tax Clearance: The Awardee(s) shall be required to obtain a current tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service prior to entering into a contract with the State and again to receive final payment.

It is recommended that the "Tax Clearance Application," Form A-6, attached, be mailed to a State of Hawaii Department of Taxation district office as soon as possible, as the process may take 21 calendar days before you receive tax clearance. We also recommend that extra-certified copies be requested, if responding to several competitive solicitations. Extra-certified copies may be requested by writing or typing the number of copies next to the check box 3.c. on the application form. Offerors who repeatedly submit bids or proposals for State or county contracts should file frequently for a tax clearance.

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**PROPOSAL REQUIREMENTS**

## PROPOSAL REQUIREMENTS

### HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT

#### A. SUBMISSION REQUIREMENTS

1. An original and three (3) copies of the proposal shall be submitted in a sealed envelope to:  
  
Department of Business, Economic Development, and Tourism  
Administrative Services Office/Contracts  
250 South Hotel Street, 5th Floor, Room 510D  
Honolulu, Hawaii 96813
2. The original proposal shall be clearly marked "original" on the upper right-hand corner of the cover page.

**THE ORIGINAL PROPOSAL MUST BE SUBMITTED WITH THE ORIGINAL SIGNATURE SIGNED USING BLUE INK BY AN OFFICER OF THE COMPANY AUTHORIZED TO SIGN SUCH DOCUMENTS.**

3. "Solicitation No. RFP-04-06-SID" shall be referenced on the outside of the sealed proposals. Facsimiles shall not be accepted.
4. **The Administrative Services Office/Contracts must receive sealed proposals, no later than 12:00 p.m., HST, November 25, 2003. Proposals shall be timed-stamped with the Administrative Services Office/Contracts time clock upon receipt. Late proposals shall not be accepted. The Administrative Services Office/Contracts' time clock shall serve as the official time.**
5. Offerors are cautioned that Federal Express and United Parcel Service deliveries are guaranteed up to 5:00 p.m. of the designated delivery date. Offerors are cautioned to make prior arrangements to ensure delivery by 12:00 p.m. on the proposal due date.
6. Offerors are to complete and submit the section entitled, "Proposal."

#### B. OFFEROR'S COVENANTS AND QUALIFICATIONS

1. Proposals shall include completed proposal pages in the section entitled "Proposal".
2. An authorized representative must sign the proposal and a corporate resolution or evidence of authorization to bind must be attached.
3. PLEASE NOTE: The name of your organization must match the name which is either legally registered with the Hawaii Department of Commerce and Consumer Affairs (DCCA) for Hawaii corporations, partnerships, or tradenames; or the Department of Taxation for sole proprietors who do not have registered tradenames with the DCCA. An out-of-state organization must be legally

registered with its appropriate state. Should the proposal include more than one entity or should the offeror anticipate work to be performed through subcontracts, please list all entities or subcontractors and their respective roles in the project.

## **C. PROJECT PROPOSAL**

The project proposal shall include, but not be limited to:

### **1. Technical Capabilities to Perform Scope of Work**

The proposal shall demonstrate the Offeror's proposed technical approach to the scope of work that demonstrates thorough knowledge and experience in energy planning and policy activities. The offerors shall provide evidence of experience and capability in the following areas:

### **2. Approach**

The State will evaluate Offerors' draft work orders by the following criteria:

- a. Identification and description of tasks to complete project.
- b. The creativeness and practicality of the approach.
- c. A budget that does not exceed BUDGET AMOUNT.
- d. A time schedule for completion by DATE.

### **3. Managerial Capabilities**

The State intends to select an Offeror that can demonstrate a strong likelihood of completing the proposed work on schedule and delivering technical and professional assistance in a timely manner. In evaluating this proposal, the State shall look for offerors that:

### **3. Time Schedule**

All services shall be completed by **SEPTEMBER 30, 2004**.

### **4. Compensation**

- a. The proposal shall be priced and shall include a budget for all tasks proposed. The total amount for the project shall not exceed \$100,000.
- b. YOU MAY USE ANOTHER PAYMENT BASIS. The proposal shall include a recommended progress payment schedule based on deliverables, for all tasks as they are satisfactorily completed. Payments shall be made on predetermined progress payments contingent on STATE's approval of specified deliverables.

Sample Progress Payment Schedule:

<u>Deliverables</u>	<u>Approximate percentages for Compensation for satisfactory completion of deliverables</u>
1. Task 1	15% of funds awarded
2. Task 2	10% of funds awarded
3. Task 3	10% of funds awarded
4. Task 4	15% of funds awarded
5. Task 5	10% of funds awarded
6. Task 6	10% of funds awarded
7. Task 7	10% of funds awarded
8. Task 8	10% of funds awarded
9. Final Report and all fiscal reports	10% of funds awarded

- c. The proposed price shall be based on a firm fixed fee. YOU MAY USE ANOTHER BASIS.
- d. The CONTRACTOR shall be required to obtain a current tax clearance from the State of Hawaii, Department of Taxation and the Internal Revenue Service prior to entering into a contract with the State and again to receive final payment. Offerors are encouraged to immediately apply for a tax clearance, and if possible, to submit their tax clearance with their proposal. A tax clearance application is attached. See paragraph I, "Tax Clearance" on page SP-3 of the Special Provisions for more detailed information.

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**PROPOSAL**

OFFERORS ARE TO COMPLETE AND SUBMIT THIS SECTION  
FOR THEIR PROPOSALS

**PROPOSAL**  
**HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS**  
**PROJECT**

**SOLICITATION No. RFP-04-06-SID**

Department of Business, Economic Development, and Tourism  
Administrative Services Office/Contracts  
No. 1 Capitol District, 5th Floor, Room 510D  
250 South Hotel Street  
Honolulu, Hawaii 96813

The undersigned has carefully read and understands the terms, conditions, and requirements specified in the Request for Proposal attached hereto and hereby submits the following proposal to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees to the following:

- That by submitting this proposal, the undersigned is declaring that this proposal is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts;
- That by submitting this proposal, the undersigned is declaring that the proposal is being made without collusion with any other person, firm, or corporation;
- That the Director of the Department of Business, Economic Development, and Tourism reserves the right to cancel the Request for Proposal at any time and all proposals may be rejected in whole or in part when it is in the best interest of the State;
- That discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without such discussions;
- That the undersigned may be required to submit best and final offers based on discussion;
- That award, if any shall be made on a firm fixed fee basis to the responsive and responsible Offeror who has submitted the most advantageous offer in accordance with the evaluation criteria set forth in this Request for Proposals;
- That, by submitting this proposal, the undersigned is declaring that if awarded a contract, the undersigned shall comply with all requirements for wages, hours, and working conditions in accordance with Section 103-55, Hawaii Revised Statutes; and
- That, if awarded a contract, the undersigned hereby commits to a minimum of two consultation sessions with the State.



The undersigned acknowledges receipt of any addendum issued by the Department of Business, Economic Development, and Tourism by recording in the space below the date of receipt:

Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_

Addendum No. 4 \_\_\_\_\_

The undersigned hereby certifies that the proposal hereby attached has been carefully checked and is submitted as correct.

\_\_\_\_\_  
Exact Legal Name of Offeror (Company Name)

\_\_\_\_\_  
Authorized signature (attach corporate resolution or evidence of authorization to bind)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, ZIP Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Mailing Address (if different from street address)



## QUALIFICATION QUESTIONNAIRE

### HAWAII HIGH PERFORMANCE SCHOOLS & STATE BUILDINGS PROJECT

1. How many years has your organization been in business under your present business name? \_\_\_\_\_

2. How many years' experience in this field of work has your organization had?  
\_\_\_\_\_

3. Show what project your organization has completed in the past five (5) years that is related to this project:

Name and Address of Project Owner	Description	Contract Amount	Completion Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
If so, when, where and why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Has any officer or partner of your organization in the past five (5) years been an officer, partner or individual of some other organization that failed to complete a contract?  
If so, state name of individual, other organization and reason therefore:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. For what counties within the State of Hawaii have you performed work and to whom do you refer?

Agency	Project Description	Contact Person	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. For what departments of the State of Hawaii have you performed work and to whom do you refer?

Department	Project Description	Contact Person	Phone

8. Have you performed work for the U.S. Government?  
If so, list and to whom do you refer?

Agency	Project Description	Contact Person	Phone

9. Have you ever performed any work for any other governmental agencies outside the State of Hawaii? \_\_\_\_\_  
If so, list and to whom do you refer?

Agency	Project Description	Contact Person	Phone

10. List a minimum of three references for work performed similar to this project.

Company	Project Description	Contact Person	Phone

11. What is the professional or project experience of the principal individuals being assigned to this project?

Individual's Name	Position or Title	Years Experience	Type of Work

## **CORPORATE RESOLUTION**

Attach here:

1. Corporate resolution or written authorization of Offeror's representative to sign this proposal.

## **EXHIBIT A**

### **TAX CLEARANCE**

Attach Tax Clearance from the State of Hawaii Department of Taxation in order to receive an In-State contract preference.

NOTE: Offerors are encouraged to apply for tax clearance in conjunction with submission of proposal. Due to the length of time that may be required to obtain the tax clearance, it may not be possible to obtain the tax clearance in time to submit with the proposal. The Awardee must obtain a tax clearance before the contract can be executed.

STATE OF HAWAII — DEPARTMENT OF TAXATION  
**TAX CLEARANCE APPLICATION**  
PLEASE TYPE OR PRINT CLEARLY

**1. APPLICANT INFORMATION:** (PLEASE PRINT CLEARLY)

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

DBA/Trade Name \_\_\_\_\_

**2. TAX IDENTIFICATION NUMBER(S):** (Complete applicable ID numbers)

HAWAII GENERAL EXCISE ID # \_\_\_\_\_

FEDERAL EMPLOYER ID # \_\_\_\_\_  
(FEIN)

SOCIAL SECURITY #(SSN) \_\_\_\_\_

**3. APPLICANT IS A/AN:** (CHECK ONLY ONE BOX)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> CORPORATION  | <input type="checkbox"/> S CORPORATION                 | <input type="checkbox"/> TAX EXEMPT ORGANIZATION               |
| <input type="checkbox"/> INDIVIDUAL   | <input type="checkbox"/> PARTNERSHIP                   | <input type="checkbox"/> ESTATE <input type="checkbox"/> TRUST |
| <input type="checkbox"/> LIMITED LIABILITY COMPANY  | <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP |  |
| <input type="checkbox"/> Single Member LLC disregarded as separate from owner; enter owner's FEIN/SSN _____ |  |  |

**4. THE TAX CLEARANCE IS REQUIRED FOR:**

- |   |   |
|---|---|
| <input type="checkbox"/> CITY, COUNTY, OR STATE GOVERNMENT CONTRACT IN HAWAII * | <input type="checkbox"/> LIQUOR LICENSE *   |
| <input type="checkbox"/> REAL ESTATE LICENSE                                    | <input type="checkbox"/> CONTRACTOR LICENSE |
| <input type="checkbox"/> FINANCIAL CLOSING                                      | <input type="checkbox"/> BULK SALES         |
| <input type="checkbox"/> HAWAII STATE RESIDENCY                                 | <input type="checkbox"/> PROGRESS PAYMENT   |
| <input type="checkbox"/> SUBCONTRACT  | <input type="checkbox"/> FEDERAL CONTRACT   |
|   | <input type="checkbox"/> LOAN               |
|   | <input type="checkbox"/> OTHER _____        |

\* IRS APPROVAL STAMP IS ONLY FOR PURPOSES INDICATED BY ASTERISK.

**5. NO. OF CERTIFIED COPIES REQUESTED:**

**6. SIGNATURE:**

PRINT NAME \_\_\_\_\_

PRINT TITLE: Corporate Officer, General Partner or Member, Individual (Sole Proprietor), Trustee, Executor

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

( ) -  
TELEPHONE

( ) -  
FAX

**POWER OF ATTORNEY.** If submitted by someone other than a Corporate Officer, General Partner or Member, Individual (Sole Proprietor), Trustee, or Executor, a power of attorney (State of Hawaii, Department of Taxation, Form N-848) must be submitted with this application. If a Tax Clearance is required from the Internal Revenue Service, IRS Form 8821, or IRS Form 2848 is also required. Applications submitted without proper authorization will be sent to the address of record with the taxing authority. UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

**PLEASE TYPE OR PRINT CLEARLY — THE FRONT PAGE OF THIS APPLICATION BECOMES THE CERTIFICATE UPON APPROVAL.**

**SEE PAGE 2 ON REVERSE & SEPARATE INSTRUCTIONS.** Failure to provide required information on page 2 of this application or as required in the separate instructions to this application will result in a denial of the Tax Clearance request.

FOR OFFICE USE ONLY
BUSINESS START DATE IN HAWAII IF APPLICABLE / /
HAWAII RETURNS FILED IF APPLICABLE 19__ 19__ 19__
STATE APPROVAL STAMP
*IRS APPROVAL STAMP
CERTIFIED COPY STAMP

7. CITY, COUNTY, OR STATE GOVERNMENT CONTRACT: ☐ Bid/Entering Into a Contract ☐ Completion/Final Payment  
For completion/final payment of contract, please provide the name and telephone number of the contact person at the State or County Agency.  
Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

8. LIQUOR LICENSING: ☐ Initial ☐ Renewal ☐ Transfer-Seller ☐ Transfer-Buyer ☐ Special Event  
9. CONTRACTOR LICENSING: ☐ Initial ☐ Renewal  
10. STATE RESIDENCY: DATE APPLICANT ARRIVED IN HAWAII \_\_\_\_\_  
11. ACCOUNTING PERIOD: ☐ Calendar year ☐ Fiscal year ending \_\_\_\_\_ (MM/DD)

12. TAX EXEMPT ORGANIZATION: Provide the Internal Revenue Code Section that applies to your exemption. \_\_\_\_\_

13. CORPORATION: Parent's Corporation Name \_\_\_\_\_ FEIN \_\_\_\_\_

14. INDIVIDUAL: Spouse's Name \_\_\_\_\_ SSN \_\_\_\_\_

15. IF YOU DO NOT HAVE A GENERAL EXCISE TAX LICENSE AND REQUIRE A TAX CLEARANCE FOR A GOVERNMENT CONTRACT:

- A) Has your firm had any business income in Hawaii prior to the Bid? ☐ YES ☐ NO  
B) Does your firm have an office, inventory, property, employees, or other representatives in the State of Hawaii? ☐ YES ☐ NO  
C) Has your firm provided any services within the State of Hawaii? ☐ YES ☐ NO

16. FILING THE APPLICATION FOR TAX CLEARANCE:

Mail or fax the completed application to the Department of Taxation office which issued your General Excise License Number. Applications which require an Internal Revenue Service Tax Clearance will be forwarded to the Internal Revenue Service after processing is completed by the Department of Taxation. Allow up to 10 to 15 business days for processing between the Department of Taxation and the Internal Revenue Service. Completed applications may also be submitted in person at any of the district offices listed below:

State Dept. of Taxation  
OAHU DISTRICT OFFICE  
P.O. BOX 259  
HONOLULU, HI 96809-0259  
TELEPHONE NO. (808) 587-4242  
TOLL FREE 1-800-222-3229  
FAX NO. (808) 587-1488

COLLECTION BRANCH  
FAX NO. (808) 587-1720  
or  
830 PUNCHBOWL STREET  
HONOLULU, HI 96813-5094

State Dept. of Taxation  
MAUI DISTRICT OFFICE  
P.O. BOX 1169  
WAILUKU, HI 96793-6169  
TELEPHONE NO. (808) 984-8500  
FAX NO. (808) 984-8522

or  
54 S. HIGH STREET, #208  
WAILUKU, HI 96793-2198

State Dept. of Taxation  
HAWAII DISTRICT OFFICE  
P.O. BOX 833  
HILO, HI 96721-0833  
TELEPHONE NO. (808) 974-6321  
FAX NO. (808) 974-6300

or  
75 AUPUNI STREET, #101  
HILO, HI 96720-4245

State Dept. of Taxation  
KAUAI DISTRICT OFFICE  
3060 EIWA STREET, RM. 105  
LIHUE, HI 96766-1889  
TELEPHONE NO. (808) 274-3456  
FAX NO. (808) 274-3461

Internal Revenue Service  
WAGE & INVESTMENT DIVISION  
-TC M/S H214  
FIELD ASSISTANCE GROUP 174  
300 ALA MOANA BLVD., #50089  
HONOLULU, HI 96850  
TELEPHONE NO (808)539-1555  
FAX (808)539-1573

or  
TAXPAYER ASSISTANCE CENTER  
HONOLULU:  
300 ALA MOANA BLVD., RM 1-128

Applications are available at Department of Taxation and IRS offices in Hawaii, and may also be requested by calling the Department of Taxation's Forms By Fax/Mail line on Oahu at (808) 587-7572 or toll-free at 1-800-222-7572. The Tax Clearance Application, Form A-6, can be downloaded from the Department of Taxation's website ([www.state.hi.us/tax](http://www.state.hi.us/tax)).

----- FOR OFFICE USE ONLY -----

TYPE OF TAX	TAX RETURNS FILED STATUS	Clerk's Initials	ITEMS RECEIVED
INCOME			
GENERAL EXCISE/USE			
HAWAII WITHHOLDING			
TRANSIENT ACCOMMODATIONS			
RENTAL MOTOR /TOUR VEHICLE			
UNEMPLOYMENT INSURANCE			
OTHER TAXES			



## **EXHIBIT B**

### **PROPOSAL**

Attach project proposal in accordance with section entitled “Proposal Requirements”.

**EXHIBIT C**

**DBEDT GENERAL TERMS AND CONDITIONS**

Attach DBEDT General Terms and Conditions (April 15, 1996)